

## EXECUTIVE OFFICER JOB DESCRIPTIONS ~ IN BRIEF

### **PRESIDENT ~ NEEDED**

**The President** shall set the agenda and preside at all meetings when present. He/she shall appoint Chairmen of all committees except the Nominating Committee (See 5a and 7b). If a committee chairman is to serve as a member of the Executive Board the President's appointment shall be subject to ratification by a majority of the members voting at the next regular business meeting of the Club. The President shall be the club's liaison in communicating with the RCSC's club office, shall assure that the Club's rules are updated and officially recorded, and assure that the officers' list is officially updated. The President shall approve all Independent Contractor hiring, terms, and conditions, and assure that independent contractor agreements are filed with RCSC's club office in a timely manner.

### **VICE PRESIDENT ~ NEEDED**

**The Vice President** shall, in the absence of the President, assume the duties of President. He/she shall work in close collaboration with the President.

### **SECRETARY ~ Position filled**

**The Secretary** shall keep a record of the proceedings of all meetings of the Club and the Executive Board. Executive and administrative records shall be preserved for a period of three (3) years prior to the current year. Basic documents relating to the Club's organization and status shall be preserved for as long as the Club exists. The Secretary shall be responsible for the preservation of records as provided here and per RCSC Board Policy. The Secretary shall be responsible for club correspondence at the President's request, and for maintaining copies of club correspondence for a minimum of three (3) years.

### **TREASURER ~ Position Filled**

**The Treasurer** shall receive and deposit all funds of the Club in a Palo Verde Artists checking account. The President and Treasurer are authorized to sign checks. Their signatures will be on file at the Club bank. Only one signature is required on a check. There is no reserve fund. There may be a petty cash fund not to exceed \$100. The Treasurer shall keep records of all money received and disbursed. Club expenses shall be paid by check bearing the signature of the Treasurer or President. The Treasurer shall preserve the financial records of the Club for a period of three (3) years prior to the current year. At the first membership meeting after January 31 the Treasurer shall give to the membership the annual Treasurer's report and the results of the audit of the prior year's financial records.